

## PATROL

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### MOBILE VIDEO RECORDING EQUIPMENT

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**Purpose:** The purpose of this directive is to establish procedures for the use of mobile video recording systems and the storage and retrieval of video footage.

**Policy Statement:** Mobile video recording equipment (MVR) has been demonstrated to be of value in the prosecution of traffic violations as well as armed encounters, acts of physical violence and other felonious acts. They are helpful in the evaluation of officer performance, resolving, reducing and most importantly, refuting complaints as well as serving as a training tool. In order to maximize the utility of this equipment in these and related areas, officers will follow the procedures set forth in this policy.

**Summary of Changes:** New format.

#### Definitions:

**Digital Recording System:** A recording system in which the recording is stored on a hard drive or other digital storage device.

#### Procedure

##### 1 General

- 1.1 MVR equipment is the responsibility of the officer to which it is assigned. Any required maintenance or repairs will be the responsibility of Information Technology (IT) personnel. [CALEA 41.3.8e]
- 1.2 MVR equipment will be maintained in accordance with the manufacturers' recommendations.
- 1.3 Due to the fact that several different video systems are in use, training on the use of MVR equipment will be given by IT Department personnel to officers individually on an as-needed basis. The training will be dependent on the particular MVR system in the officer's assigned patrol vehicle. IT Department personnel will also train supervisors in the same manner on operating the software exclusive to each system. [CALEA 41.3.8f]
- 1.3 At the beginning of each shift, officers will ensure that the MVR equipment functions properly. [CALEA 41.3.8e]
- 1.3.1 Officers will immediately report any malfunctions or missing equipment to their supervisor.
- 1.4 Officers will make every attempt to record any contacts that they may have with the public when conducting a police action.
- 1.5 MVR equipment is set to begin recording once an officer has activated the police vehicle's emergency equipment. [CALEA 41.3.8b]
- 1.5.1 MVR equipment may be manually activated, using either the interior controls or by activating the body microphone, to record any contact they feel is becoming controversial or dangerous, or may be needed for evidentiary purposes.
- 1.6 MVR equipment may be deactivated during non-enforcement activities such as when protecting accident scenes. [CALEA 41.3.8b]
- 1.6.1 When MVR equipment is manually deactivated, officers will document the reasons through the audio portion of the MVR.
- 1.7 When recording an event, officers should position the camera at the most advantageous position to capture the image.
- 1.7.1 Officers will document the recording of the event in the associated Incident Report or Arrest Disposition Report (ADR).
- 1.8 The wireless microphone will be activated during an event to provide audio recording.
- 1.9 Officers are not required to discontinue recording at the request of any person other than a police supervisor.

##### 2 Procedures

- 2.1 Upon the beginning of the shift, officers will sign on to the MVR system on their in-car computer using their user name unless the MVR has no logon.
  - 2.1.2 Once signed on, officers should ensure that the time and date stamp is correct.
    - 2.1.2.1 The date time stamp is visible on the video display (if so equipped).
    - 2.1.2.2 Should there be a discrepancy, the officer will note this on their worksheet and report it to the IT Department as soon as possible.
- 2.2 In the event that a recording is to be used for evidentiary purposes, the officer should denote that particular call on his worksheet.

- 2.2.1 As soon as it is known the recording may be needed for evidentiary purposes, the officer will request a copy of the recording. This may be through his supervisor if the recording has been downloaded at one of the access points, or through the IT Department if the recording needs to be downloaded from the vehicle.
- 2.2.2 The supervisor or member of the IT Department will access the mobile video server and record the incident to either a CD or DVD.
- 2.2.3 The supervisor or member of the IT Department will give the officer the CD/DVD to be submitted to the property room. [CALEA 41.3.8c]

### **3 Administration**

- 3.1 The Department currently uses wireless access points to automatically download audio/video from the MVR equipped patrol cars to a centralized server.
  - 3.1.1 Access points are currently located at:
    - 3.1.1.1 Headquarters;
    - 3.1.1.2 City Compound - Refueling Pumps;
    - 3.1.1.3 Levy Substation; and
    - 3.1.1.4 Downtown Substation.
  - 3.1.2 When at one of these locations and if time allows, officers should remain in place to allow the video to be downloaded.
    - 3.1.2.1 The download status indicator will display the time remaining to complete the download.
  - 3.1.3 Should the video not download at one of these points and the video is needed immediately, the officer should take his vehicle to IT for manual download.
    - 3.1.3.1 Otherwise, the officer should report the failure to his supervisor.
    - 3.1.3.2 The supervisor will be responsible for notifying IT of the failure.
- 3.2 Video files will be stored on the video server for 90 days before they are purged. [CALEA 41.3.8d]
  - 3.2.1 It is the responsibility of the officer to ensure that they have retrieved any footage from the server they need prior to the expiration of the 90 day storage limit.

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Chief of Police